


DATE: March 28, 2003  
TO: AFUM Unit Academic Year Faculty  
FROM: Allan L. Boggs, Director   
RE: Summer Salary

The Handbook for the Faculty and Professional Staff (pp. 46-50) describes certain activities outside the customary duties and/or work year of University Faculty and Staff members that may be eligible for additional compensation, including summer salary, for Extra-Curricular Professional Activity.

University policy and contractual agreement with AFUM permit Faculty with academic year appointments to receive summer salary for research or educational services, excluding overload teaching, on sponsored contracts or grants where allowed by the sponsor. Amounts must not exceed three-ninths of the academic year salary, including income from stipends and endowed professorships. Activities covered by summer salary support must be conducted between the end of the Spring semester and the beginning of the Fall semester.

Participants in the UMS Retirement Plan for Faculty and Professional Staff may elect to have contributions made to TIAA-CREF *or* other approved vendors on their summer salary payments *provided*:

- the additional compensation (summer salary) is equal to or exceeds two-ninths (2/9) of his/her academic year salary as of June 1; and
- the additional compensation is for non-teaching duties; and
- the additional compensation is for duties performed between June 1 and August 31; and
- the faculty member authorizes deductions of his/her contribution to TIAA-CREF or other approved vendors in order for the University to make its employer's contribution; and
- the faculty member must request the TIAA-CREF or other approved vendor contribution in writing *no later than the tenth of the month* in which the summer salary is to be paid. Forms to request this contribution are available from the Payroll Office, 134 Corbett Hall (581-3700) and on the web at <http://www.umaine.edu/hr/forms/summer/pdf>. Forms should be completed and returned to Amber Frisch, 134 Corbett Hall.

(continued on reverse side)

Director's Office: Tel: 207-581-1640/Fax: 207-581-1548  
Payroll/Fax: 207-581-2373 Biweekly: 207-581-3710/3713 Monthly: 207-581-3700/3730  
Employee Relations & Salary Administration: 207-581-1581/Fax: 207-581-1548  
Staffing & Temporary Employment Services: 207-581-2362/Fax: 207-581-2369/TDD: 207-581-2362  
Employee Education & Development: 207-581-2365/Fax: 207-581-1548 • Employee Health & Benefits: 207-581-2366/Fax: 207-581-1615

Summer salary must be approved by the Faculty member's primary, and if applicable, secondary department and college. Requests for summer salary must be documented on a Personnel Action Form with appropriate signature authority. If the four-part turnaround is not available, one may be obtained from the Payroll Office by calling 581-3700. *Adjustments in summer salary payments, to reflect any salary increases which might be effective July 1, may be initiated by the department, if sufficient funds are available. Summer salary payments are not automatically adjusted by Human Resources to reflect any July 1 increase.*

Please refer any questions to Catherine Pease at 581-1581 or me at 581-1640.

ALB/dlk

cc: President Hoff  
Executive Vice President and Provost  
Vice Presidents  
Deans  
Chairpersons  
Directors  
Benefits Manager  
Payroll Manager